

# Hooksett School District Bring Your Own Device



## BYOD Executive Report

## Report Contents:

### Introduction

Why BYOD in SAU 15?	Page 3
What is BOYD?	Page 3

### Network/Infrastructure

Readiness Walkthrough	Page 4
21st Century Network Administration	Page 4

### FAQs

Parents	Page 4
Students	Page 4
BYOD Education Forum – Parents	Page 4

### Policy & Procedures

School Board Policy	Page 5
Student User Agreement	Page 5

### Implementation

Pilot/Implementation Proposal	Page 5
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### Appendices

FAQs	Appendix A & Appendix B	Pages 7-9
BYOD Policy and Student User Agreement	Appendix C & Appendix D	Pages 10-12

## Introduction

### **Why Bring Your Own Device (BYOD) in the Hooksett School District?**

The Hooksett School District believes that 21<sup>st</sup> Century instruction is necessary for 21<sup>st</sup> Century learning. Providing students with an environment that fosters and encourages this belief is part of our core values. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist.

Schools must challenge students with rigorous, personalized academic experiences, foster innovation and creativity, and embrace emerging technologies. In a 21<sup>st</sup> Century learning environment, students actively engage in a cohesively integrated curriculum, access information and apply it in solving authentic problems.

Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally owned devices in their pockets that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby, maximizing their opportunity for success in school and beyond. A decade ago this was just a dream. Today, it can be a reality.

### **What is the “D” in BYOD?**

For the purposes of BYOD, “Device” means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smart phones.

## Network/Infrastructure

### Readiness Walkthrough

The implementation of BYOD will require the support of a robust wireless infrastructure. A network evaluation will be conducted to determine any and all necessary infrastructure changes and or upgrades that are needed before a full implementation.

### Network Administration

The implementation of BYOD may require minor changes in the way network administration is currently being done. There are several considerations regarding security, accessibility, cloud computing, etc. The recommendation is being made that the readiness evaluation report would include any and all network administration changes needed to support BYOD.

## FAQ's and Parent Communication

### FAQ's Parent & Student

See attached FAQs - *Appendix A & Appendix B*

### Parent Education Forum

The Education Forum is designed to cast the vision for 21<sup>st</sup> Century learning in the Hooksett School District and educate parents on BYOD. Mid-September is the anticipated date for this event.

## Policy & Procedures

### School Board Policy

Each district within the SAU will need a school district policy on BYOD. The policy should refer to each district's technology Acceptable User Policy (AUP). The AUP at the district level will also include a Device User Agreement that is signed by both students and parents wishing to use personally owned devices on the school district network. Here is a recommended policy.

### Sample Personal Device User Policy - EGAA

The Hooksett School District has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Acceptable User Policy (AUP) and sign a copy of the Hooksett School District Student User Agreement. The Student User Agreement will be reviewed and adopted annually. *See Appendix C*

### Student User Agreement

*See Appendix D*

## Implementation

### Pilot/Implementation Proposal

#### Pilot Grades – Step 1

The Hooksett School District BYOD pilot will begin October 17, 2011 and run for the remainder of the school year. Grades 2, 5 and 6 will be included in this first test group designed to work through issues in a controlled environment. A Parent Forum will take place at each school mid-September.

**Pilot Review – Step 2**

Reviewing the BYOD pilot program throughout the 2011-2012 school year will help the school and parents understand what is working and what changes might be necessary to improve the experience for all parties. Pilot program teachers, students and parents will be asked to complete surveys for future planning.

**Full Implementation – Step 3**

All K-8 grade levels will participate in BYOD for the 2012-2013 school year.

*Appendix A***Hooksett School District BYOD FAQs – Parents****What if my child's device is stolen or damaged? What recourse can I take?**

Students bring electronic communication devices to school at their own risk, just like any other personal items. The district will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible.

**Is it required that my child use the School wireless? Can they use their own 3G or 4G service?**

Students with a personally owned device need to use the guest wireless network.

**My child is bringing a device to school for instructional purposes. Will they have access to things they normally do with district equipment?**

Your child will have access to any of the web-based software the district currently uses (databases, library search tools etc.) Software may run differently on different devices for varying reasons.

**As a parent am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's device?**

Virus protection for PC's is required. Device location software is not required but is always a good idea.

**How will my son/daughters device be used in the classroom?**

Schools must challenge students with rigorous, personalized academic learning experiences that foster innovation and creativity. Students will engage in a cohesively integrated curriculum, access information, and apply it to solve authentic problems in a collaborative manner.

*Appendix B***Hooksett School District BYOD FAQs –Students****I don't have my own electronic communication device to bring to school. Will I be penalized or miss out on instruction?**

No, it is not mandatory for students to bring a device, even if they do own one. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district owned digital device. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

**I have my device with me in class. How do I get on the Internet now?**

Most devices will detect a wireless connection when you are near one. Most of the time devices will ask you if you would like to join the network when prompted, choose guest from the list.

**My device is not prompting me to choose a wireless network. Is there another way to connect?**

In the settings menu of your device, there is usually an icon for a network, go to this icon and chose guest from the list or prompt your computer to look for wireless networks in range.

**I can't get my device to connect to the network. Can I get some help from someone?**

Resources may be available to help you connect to the guest network in your school; however, you will need to consult with a network administrator for these resources. It is not the responsibility of your teacher or other staff to troubleshoot individual devices during the school day.

**I need to save my work in my network folder. Why can't I access this resource?**

You are on the guest network. It is not the same as the network you would normally access from a school computer. You will not see your network folder, so you will need to save your work in another place. Some options include a flash drive, your own hard drive, or a course management system.



**I need to print the assignment I just completed, why is there no printer when I try this?**

Like the network folders, printers are networked differently in the school and will not be available when you log in to the guest network. Some network solutions include saving it to a flash drive or printing it from home or another school computer. Keep in mind that using school printers in the classroom or other learning spaces is at the discretion of the teacher or other school administrator.

**My device was stolen when I brought it to school. Who should I contact about this?**

Bringing your own devices to school can be useful, however some risks are involved as well. It is always a good idea to record the device's serial number to have in case of theft. The Hooksett School District is not responsible for the theft of a device, nor are they responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense.

**Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?**

Internet filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you're using belongs to the school and Internet access will be filtered.

**Am I still held accountable for the Acceptable Use Policy (AUP) I signed at the beginning of the school year even though this is my personal device?**

Yes, students using a personally owned device must have both an Acceptable Use Policy and Device User Agreement signed.

*Appendix C***Sample Personal Device Usage Policy – EGAA**

The Hooksett School District has a right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to the Acceptable User Policy (AUP) and sign a copy of the Hooksett School District Student User Agreement. The Student User Agreement will be reviewed and adopted annually.

## **Hooksett School District – BYOD Student User Agreement**

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### **Purpose:**

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put students at the center and empower them to take control of their own learning, the Hooksett School District will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

### **Device Types:**

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smart phones.

### **Guidelines:**

1. Any student who wishes to use a personally owned electronic device within the Hooksett School District must read and sign this agreement and submit to the building principal.
2. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

6. The student complies with teachers' request to shut down the computer or close the screen.
7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
8. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. The student should only use their device to access relevant files.
10. The student will use the guest wireless network. Use of 3G & 4G wireless connections is not allowed.

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

_____	_____
Device	Serial Number
_____	_____
Student's Signature	Date
_____	_____
Parent's Signature	Date